



Employee Information

temporary solutions is a temporary employment service exclusively for State Government, operated by the Office of State Human Resources. The following information is provided to introduce you to our service and answer some of your questions.

EMPLOYER/SUPERVISOR

Wherever you may be assigned, *temporary solutions* is your employer. If you have any questions regarding your employment, please contact our office. As your employer, we are responsible for mandatory withholding taxes and social security taxes. We are also responsible for completing any forms concerning verification of your employment.

OFFICE HOURS

Our office hours are from 8:00 A.M. until 5:00 P.M., Monday through Friday. If you have any problems or questions, feel free to call or come by the office. All payroll related issues should be directed to Angela Watkins at 919-733-5024.

WORK ASSIGNMENTS

Your work assignments may be with any of the various state government agencies. Please let us know when your assignment ends so we can consider you for other assignments. *temporary solutions* assignments are for a period of 11 consecutive months or less. You may be eligible for re-assignment after a lapse in employment of more than thirty-one calendar days. Students are exempt from the eleven-month maximum limit. Retired employees are also exempt from the eleven-month maximum if they are drawing a retirement income and/or social security benefits. Retirees from the Teachers and State Employee's Retirement System must adhere to the retirement system's rules concerning allowable earnings. It is the responsibility of the employee to notify *temporary solutions* of any change in status.

TIME SHEETS/PAYROLL

TIME SHEETS and pay schedules are available in our office or on our website (www.nctemporarysolutions.com). You are responsible for recording your time worked, securing your work site supervisor's signature and delivering your time sheet to our office. Any partial hours worked should be rounded off to the nearest quarter hour. Do not work more than 40 hours within a workweek (Saturday through Friday) without your supervisor's prior knowledge and approval. Before you work on a state holiday, you will need prior approval from your supervisor and have your supervisor initial the holiday time on the timesheet. Always check your addition carefully before submitting your time sheet to *temporary solutions*. If you work on more than one assignment during a pay period, please complete a separate time sheet for each assignment. Please make sure your time sheet is submitted by the designated pay period deadline. **DO NOT ENTER YOUR TIME INTO BEACON.** If your time sheet is not received by the deadline, you will not get paid until the following payday.

The Office of State Controller (OSC) requires that all state payroll be paid electronically. All temporary employees will need to complete a direct deposit form. This form is located in our office and on *temporary solutions* website (www.nctemporarysolutions.com).

If an employee is unable to secure an account at an eligible financial institution, or if he/she believes that enrollment in direct deposit will result in an extreme hardship, the employee may request an exemption using the exemption request form. Exemptions will only be granted at the discretion of the OSC based on the evidence provided by the employee. If you desire to submit a "Direct Deposit Exemption Request Form", it should be submitted to OSC within 30 days of hire. OSC will respond to each submitted exemption request within 15 workdays of receipt.

The "Direct Deposit Exemption Request Form" is available in *temporary solutions* office. The form may also be obtained from the OSC Website: http://www.ncosc.net/sigdocs/sig_docs/payroll/Payroll_Forms.html.

Paydays are every other Friday. If the normal payday falls on a holiday, you will be paid on the last working day preceding it. The pay schedule outlines the dates included in the pay period, the date the time sheet is due and the payday. Your first and last check may be a paper check. **All paper checks will be mailed directly to temporary employees from OSC on payday.**

RIGHT TO TERMINATE

temporary solutions reserves the right to terminate temporary assignments at any time.

ABSENCES

If you are unable to report to work as scheduled, due to illness or other reasons, please call your on-site supervisor as soon as possible. If you are not able to reach a supervisor, please call your placement counselor at ***temporary solutions*** and let them know you will be absent from work.

TELEPHONE CALLS

Personal phone calls while on assignment should be kept to a minimum. If you need to make a call, please do so during your lunch or break. Making long distance phone calls on the State Telephone Network for other than official State business is against the law and will result in the employee being responsible for the charges, automatic dismissal, and possible penalties.

WORK AUTHORIZATION

According to Federal law, we must have each employee complete an Employment Eligibility Verification form by the end of the third day of work. If this form is not completed by the end of the third working day, Federal law states that employment must be terminated. ***temporary solutions*** participates in E-Verify.

UPDATE ADDRESS/PHONE NUMBER

If your address, name, or tax allowances change, you will need to complete a new tax withholding form. It is very important that we have an up-to-date telephone number and address so we can contact you for assignments and also to mail your W-2 to you at the end of the year.

PERMANENT EMPLOYMENT

If you are offered permanent employment with State Government, please let us know as soon as possible. It is possible that if you are hired by the State your last check with ***temporary solutions*** must be coordinated with the hiring agency.

Temporary employees are not eligible, under State policy, for membership in the State Employee's Retirement System, State Employee's Health Plan, holiday pay, vacation pay, or sick pay.

I understand that I am an employee of *temporary solutions*, not the employee of an individual department or division. Any problems or questions regarding employment should be discussed with my *temporary solutions* Counselor. If I am offered permanent employment, I will inform *temporary solutions* immediately.

I also understand that a potential agency may request a more in-depth criminal background check.

I authorize *temporary solutions* to verify my work experience as stated on my application; including the written release of employment information by previous employers.

I am a student ☐ No ☐ Yes (No. Q/S Hours) _____

I am retired and receive Social Security retirement benefits. ☐ No ☐ Yes

I am retired and receive benefits from the NC Teachers and State Employee's Retirement System. ☐ No ☐ Yes

I am retired and receive retirement benefits from a non-State retirement plan (includes supplemental benefits e.g., 401K). ☐ No ☐ Yes

I understand that I must notify *temporary solutions* of any changes in status noted above.

I understand and agree to comply with the above policies.

Name (Print) _____ **Signature** _____

Date _____ **Email Address** _____